

## **Naples Reserve Boat Dock Approval Procedure**

Boat docks may be constructed on the Naples Reserve main Eagle Lake, the adjacent Rowing Lane and interconnecting waterways as shown on the Naples Reserve Master Dock Plan. The following are the steps to be taken to obtain HOA/DRC and CDD approvals of a boat dock construction project.

1. The homeowner obtains a Dock Encroachment Agreement **for review only** (do not complete) from the HOA's website
2. The homeowner and/or Dock Construction Company provides the following to HOA/DRC:
  - a) The completed Design Review Committee (DRC) application and submit with application fee and security deposit.
  - b) A sketch of the proposed Dock design- required with measurements. Note: The only designs that will be permitted must conform to one of the approved designs in the Naples Reserve Master Dock Plan.
  - c) A work description including materials utilized in the dock construction
  - d) A formal survey and drawing showing placement of dock on the homeowner's property. Note: The dock must be placed directly in the center of the homeowner's property line to obtain approval. All other locations will be denied.
  - e) A business license of the contractor and a copy of their liability insurance with the homeowner as the certificate holder.
3. The above information is submitted to HOA/DRC for **preliminary** approval.
4. After HOA /DRC gives preliminary approval, they forward to CDD Sketch of Dock design (2b from above) for CDD approval.
5. Once the CDD grants approval, the CDD updates the Dock Encroachment Agreement with applicable homeowner information for execution by the HOA President, the CDD Board Chair/Vice Chair and the homeowner (S). If more than one homeowner is listed on the Property Appraiser's website, all homeowners must execute the Dock Encroachment Agreement. All HOA, CDD and homeowner(s) signatures must be officially notarized.
6. The homeowner submits payment of \$319.50 (check made payable to the Naples Reserve CDD) when the Dock Encroachment Agreement is executed.
7. All original signature pages that have been fully executed, along with the homeowner's payment must be sent to CDD Counsel's office for review and recording (see contact information below):

**Coleman, Yovanovich and Koester, P.A.**  
**Attn: Greg Urbancic / Meagan Magaldi**  
**4001 Tamiami Trail North, Suite 300**  
**Naples, FL 34103**  
**Phone: 239-435-3535**

8. Once the District Counsel (Greg Urbancic) has reviewed and recorded the original Dock Encroachment Agreement, a copy of the recorded document will be sent by the CDD to the HOA/DRC and homeowner.
9. Collier County will require a letter of no objection from the CDD in addition to the Dock Encroachment Agreement. The CDD will need a Corrections Letter from Collier County. The CDD District Manager (Cindy Cerbone) will issue a "Letter of No Objection." once the Corrections Letter from Collier County is received. The Letter of No Objection will be created and emailed to the County with a copy to the HOA/DRC and homeowner.

After Collier County issues the permit, construction may begin.

10. Once the dock is completed, the homeowner must notify the HOA/DRC for final inspection.